

# HAEJU JEONG

571-481-0794 | haejujeo@usc.edu | Los Angeles, CA | <https://github.com/Haeju1>

## EDUCATION

**University of Southern California, Viterbi School of Engineering**

**Los Angeles, CA**

*B.S. in Computer Science and Business Administration*

*Expected May 2022*

**GPA: 3.52**

**Relevant Coursework:** Calculus II for Engineers and Scientists, Microeconomics, Introduction to Programming, Introduction to Computer Science, Linear Algebra, Organizational Behavior

## WORK EXPERIENCE

**HITT Contracting Inc.**

**Falls Church, VA**

*Chief of Staff Intern*

*May 2019 - August 2019*

- Updated over 60 policies to increase knowledge of company guidelines for over 1,000 employees
- Researched internal awards systems and policies to improve employee retention rates
- Designed a streamlined expense reporting process to increase efficiency of budget generation

**Annenberg School for Communication**

**Los Angeles, CA**

*Office Assistant*

*September 2018 - Present*

- Organized class enrollment for 2,000 students utilizing Excel to improve USC class registration
- Revised and reviewed 15 adjunct contracts for Annenberg faculty and staff to attract future staff
- Assisted office workers with organizational projects and assignments to optimize output

**Jeong Tutoring Services Inc.**

**Falls Church, VA**

*Chief Executive Officer*

*February 2018 - August 2019*

- Tutored 9 students for over 200 hours (SAT math/calculus) with an average score increase of 102 points
- Designed marketing flyers to target prospective students and utilized SNS to solicit potential clients
- Devised a comprehensive business plan along with specialized lesson plans to optimize performance

**Arlington Soccer Association**

**Arlington, VA**

*USSF Grade 8 Referee*

*September 2013 - Present*

- Awarded 2016 Harvey-Snyder Referee of the Year and 2018 4-Year Senior Service Award
- Refereed over 400 recreational youth and adult soccer matches as an independent contractor
- Developed conflict resolution skills in high-stress situations between coaches, players, and parents

## PROJECTS

**TrojanKicks**

**Falls Church, VA**

*Developer*

*July 2019 - Present*

- Developed online dynamic web store with Node.js to sell collectible sneakers to maximize profits
- Utilized MongoDB Atlas cloud database to store content of customer information and product data
- Incorporated Paypal API to ensure safe transactions and secure management of sensitive information

**enSure**

**Stanford, CA**

*Developer*

*February 2019 - March 2019*

- Developed mobile Android app with Java that checks user's location to ensure safe arrival home
- Used Android Studio to develop app and ArcGIS mapping APIs to track users and provide mapping
- Implemented system that contacts users' emergency contacts if user leaves predetermined safe area

## SKILLS AND INTERESTS

**Coding:** Javascript (Intermediate), Java (Intermediate), C++ (Intermediate), HTML/CSS (Intermediate), MongoDB (Intermediate), Node.js (Basic), Python (Basic)

**Languages:** Korean (Native), English (Native), Spanish (Intermediate)

**Awards:** Kimbo Scholar (2018-19), KASF Scholar (2018-19), Questbridge Finalist (2018)